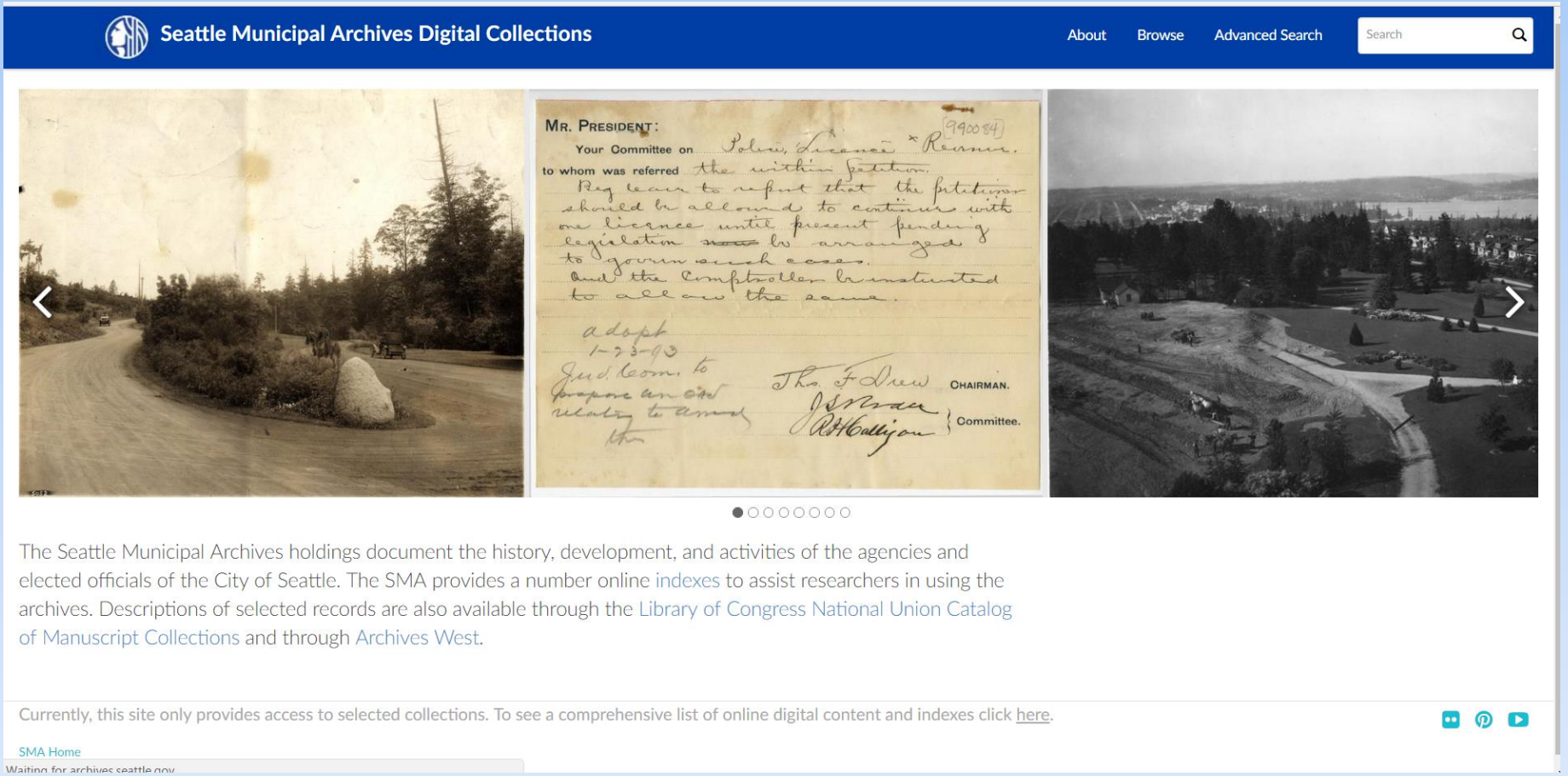
SMA Digital Collections

Walk-Through



Overview SMA Digital Collections

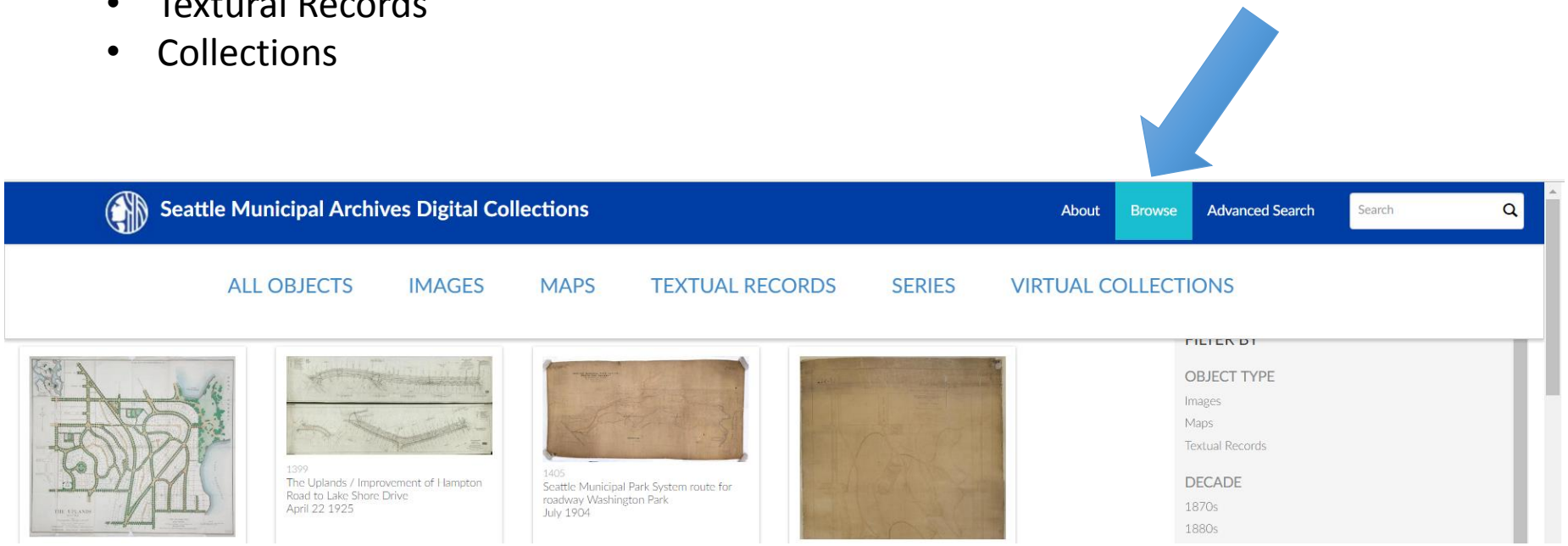
http://archives.seattle.gov/digital-collections/

- Browsing
- Searching
- Formatting Browse and Search Results
- Exporting Results

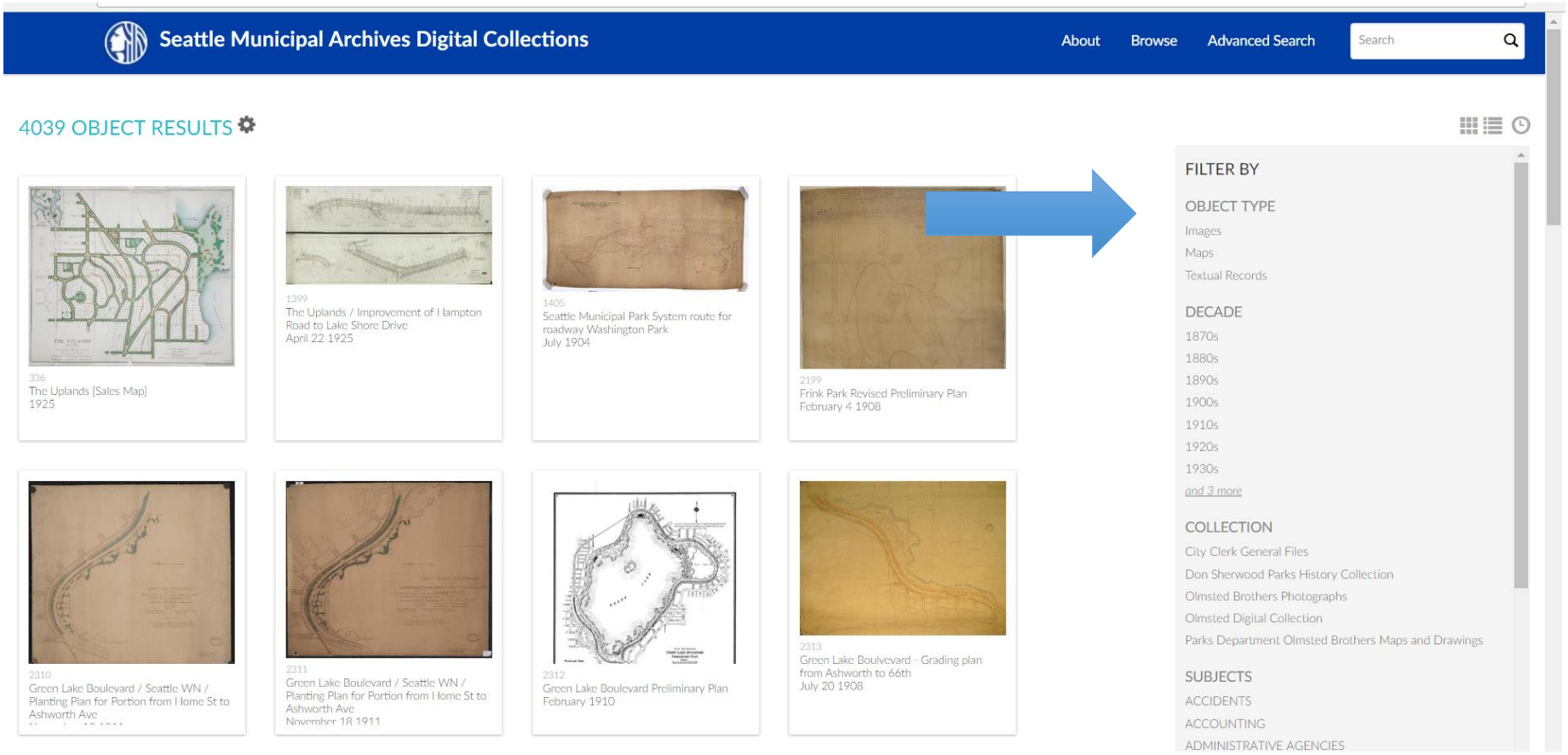
Browsing

To browse the collections, click “Browse Collections” in the menu bar. A dropdown menu will present the options to search by:

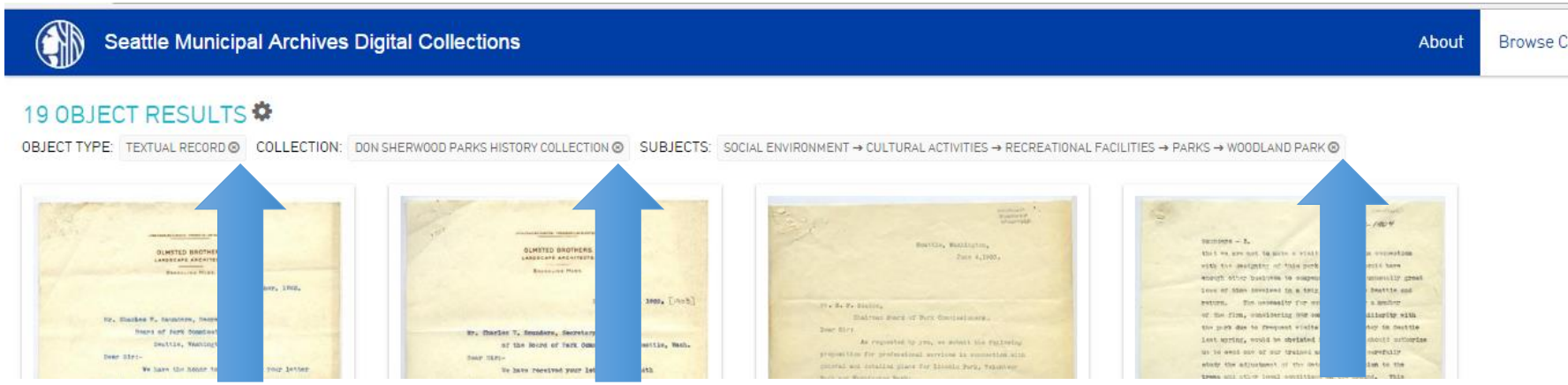
- All Objects
- Images
- Maps
- Textural Records
- Collections



When browsing, you may filter by access points. Only data relevant to the items in the search is shown.

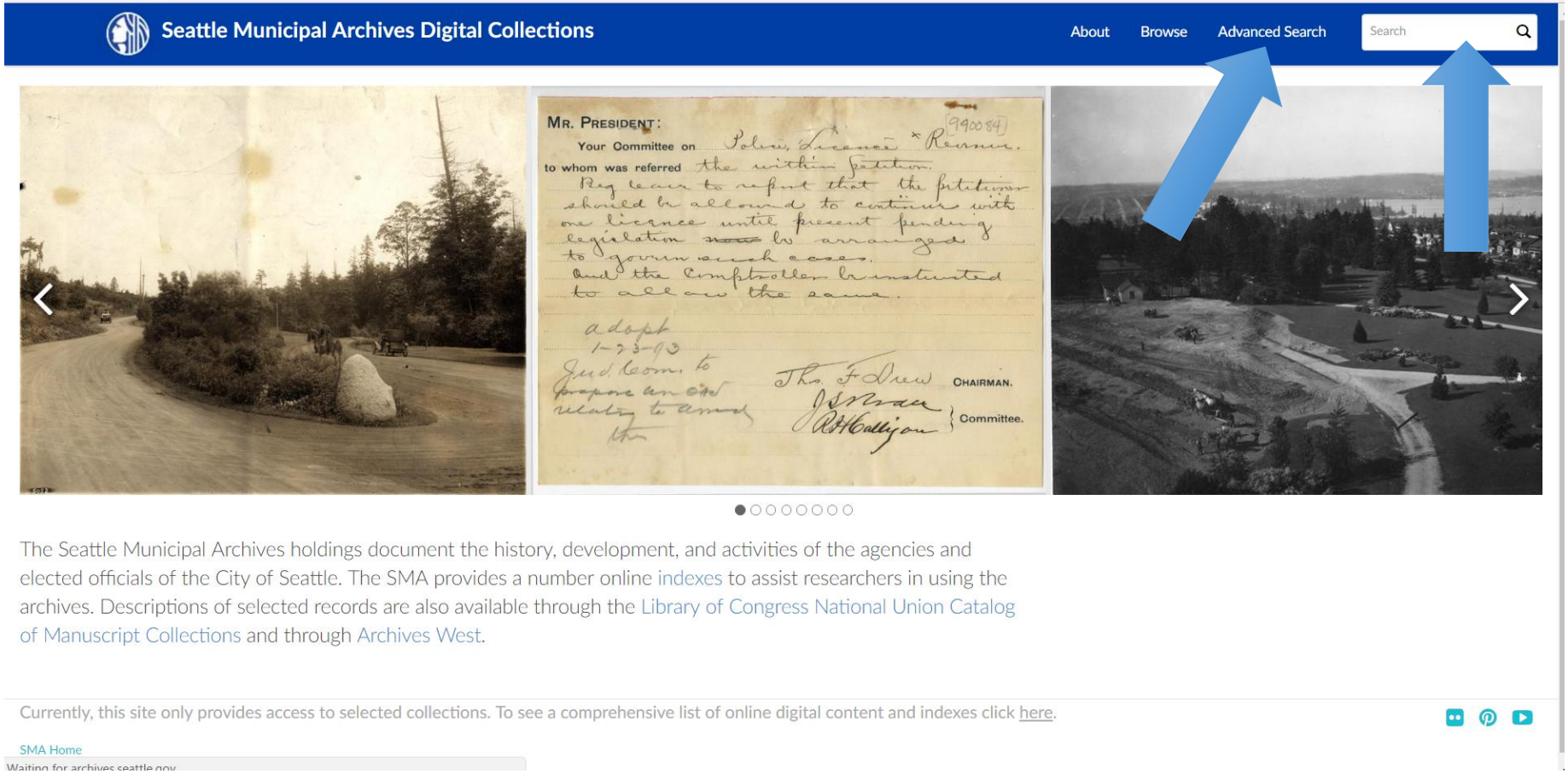


After selected filters, these will appear listed under the result header. To remove a filter, simply click the X to its right.



Searching

Search can either be done by using the search box or going to advanced search



Search box

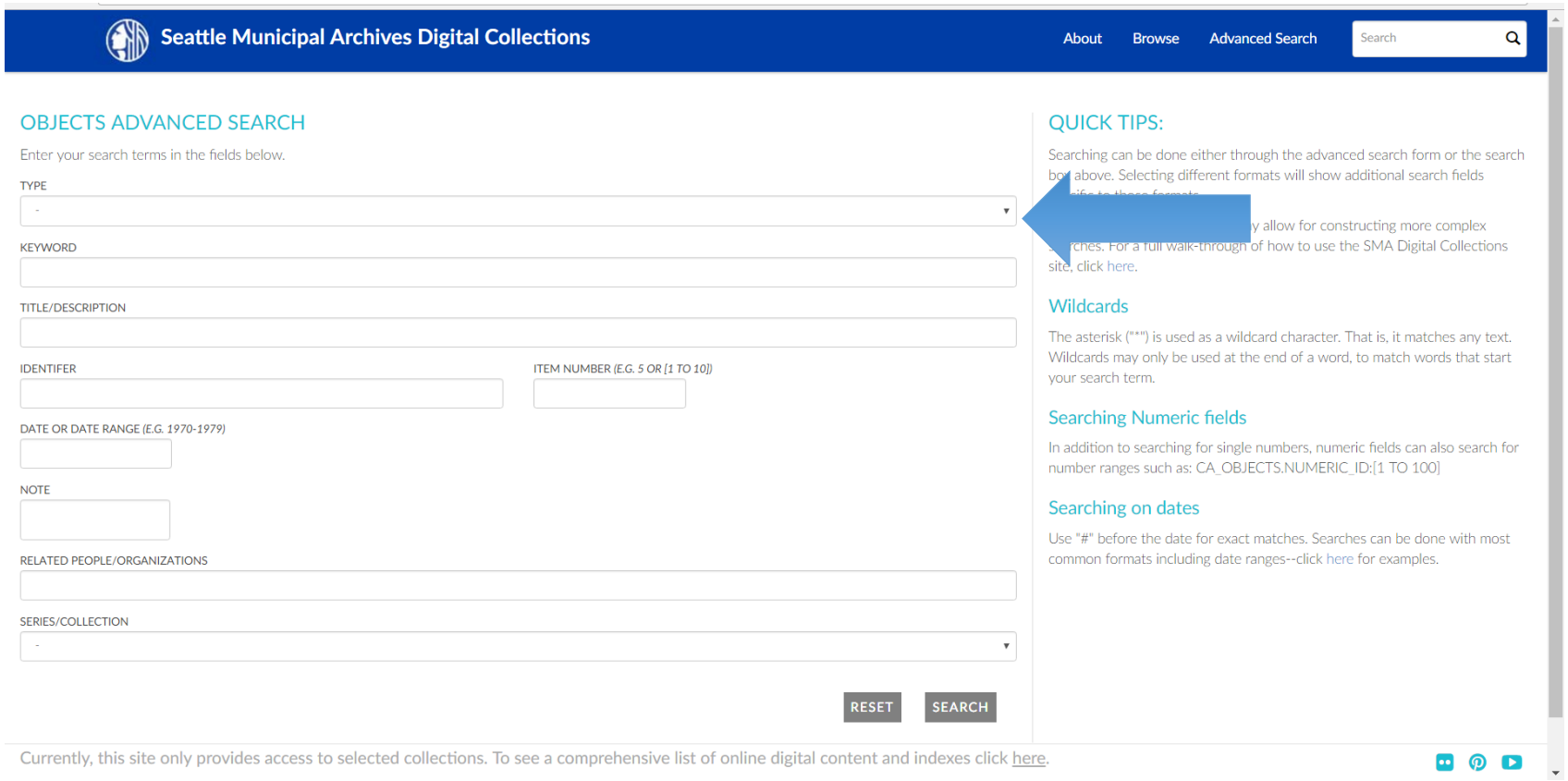
- Easy to do simple keyword searches
- Easy to do simple searches limited to one field—but requires referencing the access point names
- Works well for advanced users familiar with Lucerne search syntax
- Capable of doing extremely complex specific Boolean searches using the Lucerne search syntax

Advanced Search form

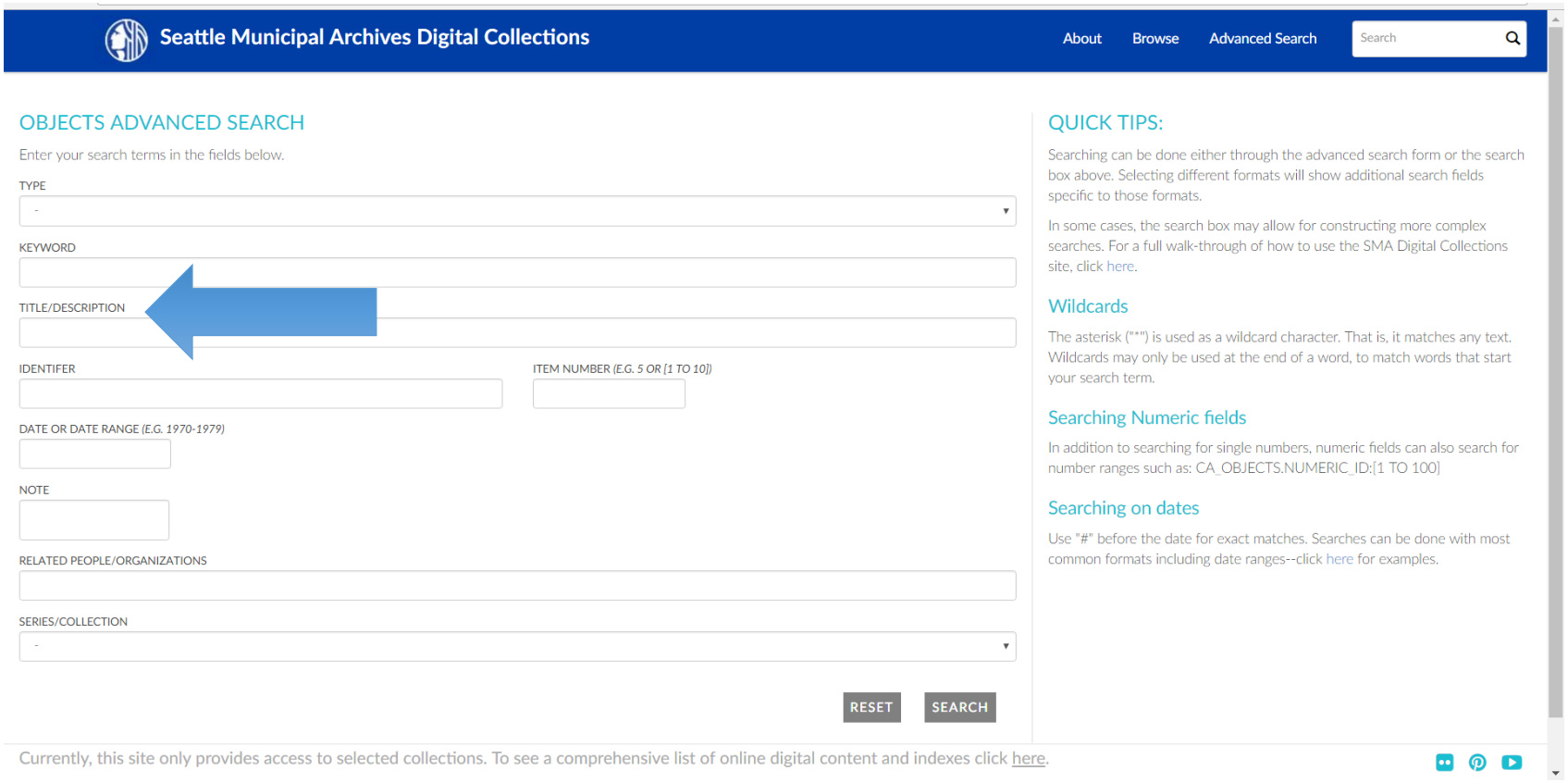
- User-friendly structured searches
- Can search within major metadata fields
- Provides format specific searches
- Capable of moderately complex searches that will accommodate most user needs

Using the Advanced Search Form

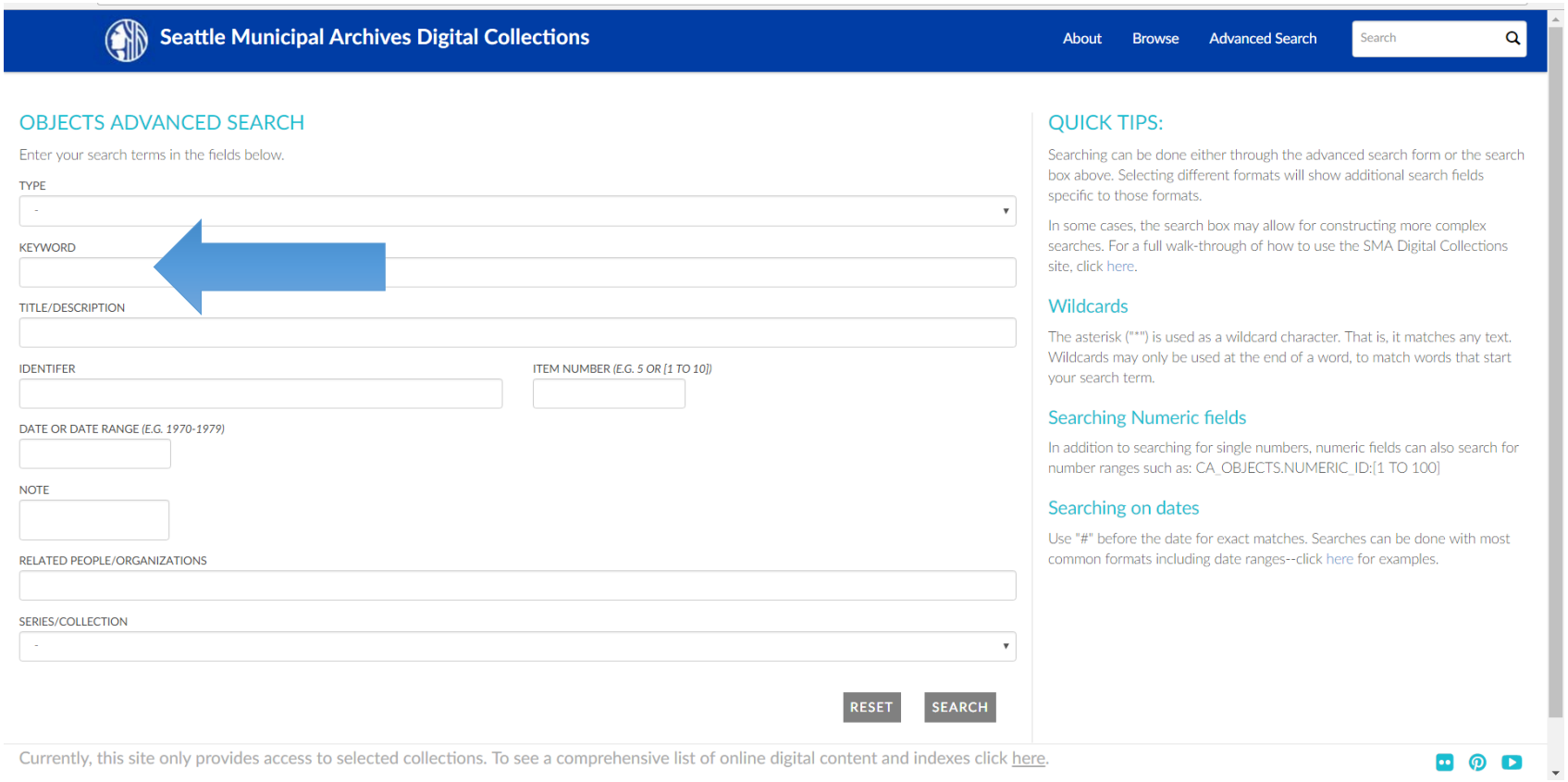
The first choice is the type of record—if you want to search across all formats, leave this as is.



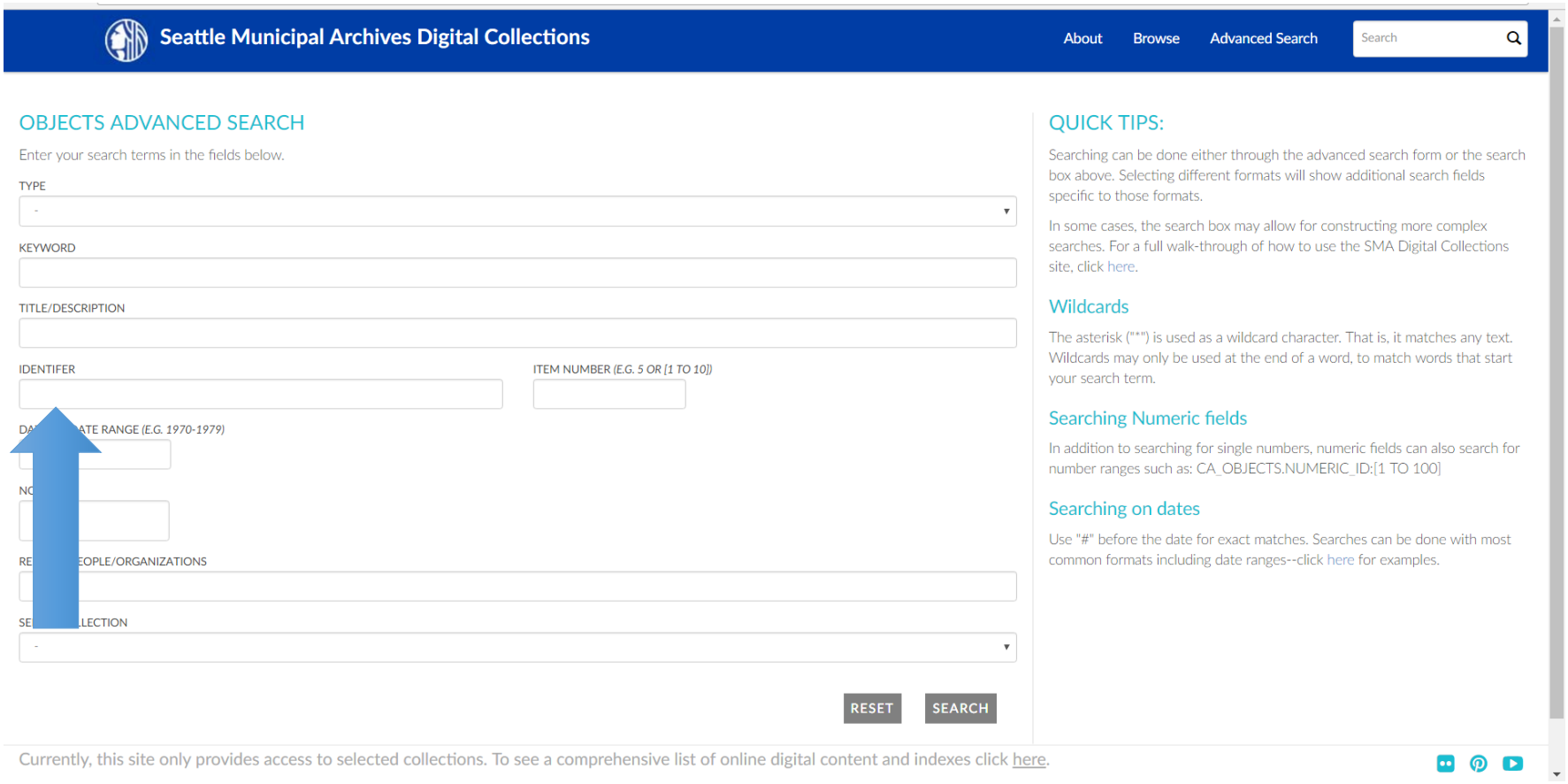
Title/Description. This is text field which will look in the title and/or description fields across formats where applicable.



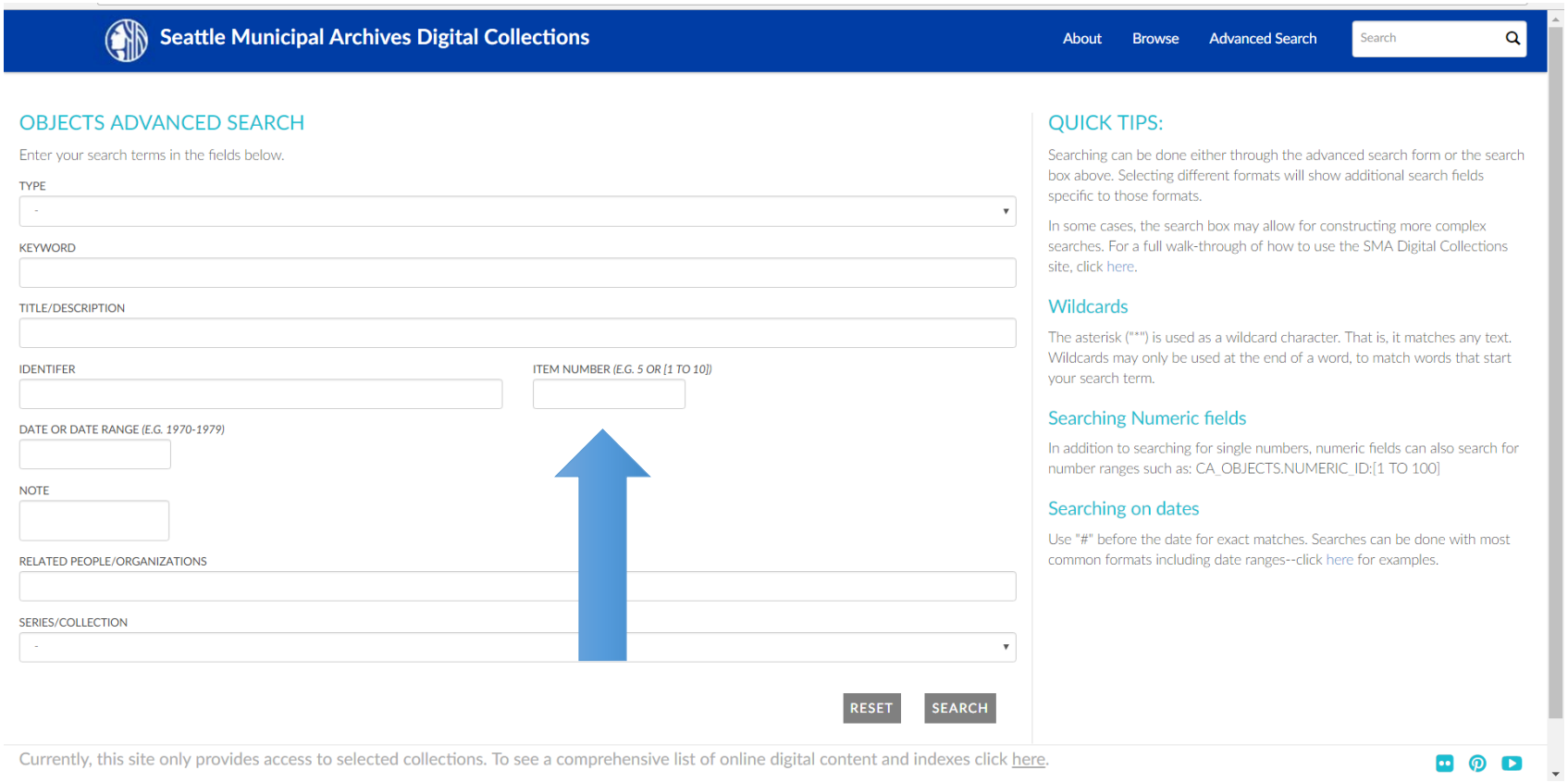
Keywords: This text field searches across both metadata fields and any recognized text within documents.



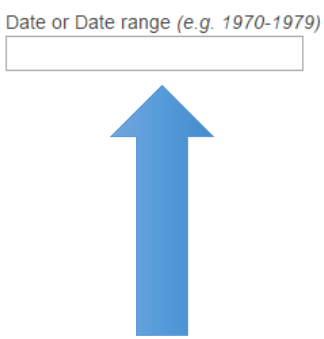
Identifier: This is a text field describing the assigned number unique within its own type format.



Item number: This is a numeric field equivalent to identifier when the identifier is structured where can be read as a number. Numbers can be searched as a single number or as a range as shown: [1 to 10]



Date or Date range: Searches across any date type across formats. See examples below:



Year: 2007
Month and year: June 2007, 6/2007
Specific date: June 6 2007; June 7, 2007; 6/7/2007; 6/7/07; 2007-06-06
Date with 24 hour time: June 7, 2007 16:43; 6/7/2007 @ 16:43; June 7 2007 at 16:43
Date with 12 hour time: June 7, 2007 4:43:03pm; 6/7/2007 @ 4:43:03p.m.

Imprecise Dates:
June 10 1955 ~ 10d (June 10th 1955 plus or minus 10 days)
1955 ~ 3y (1955 plus or minus 3 years)

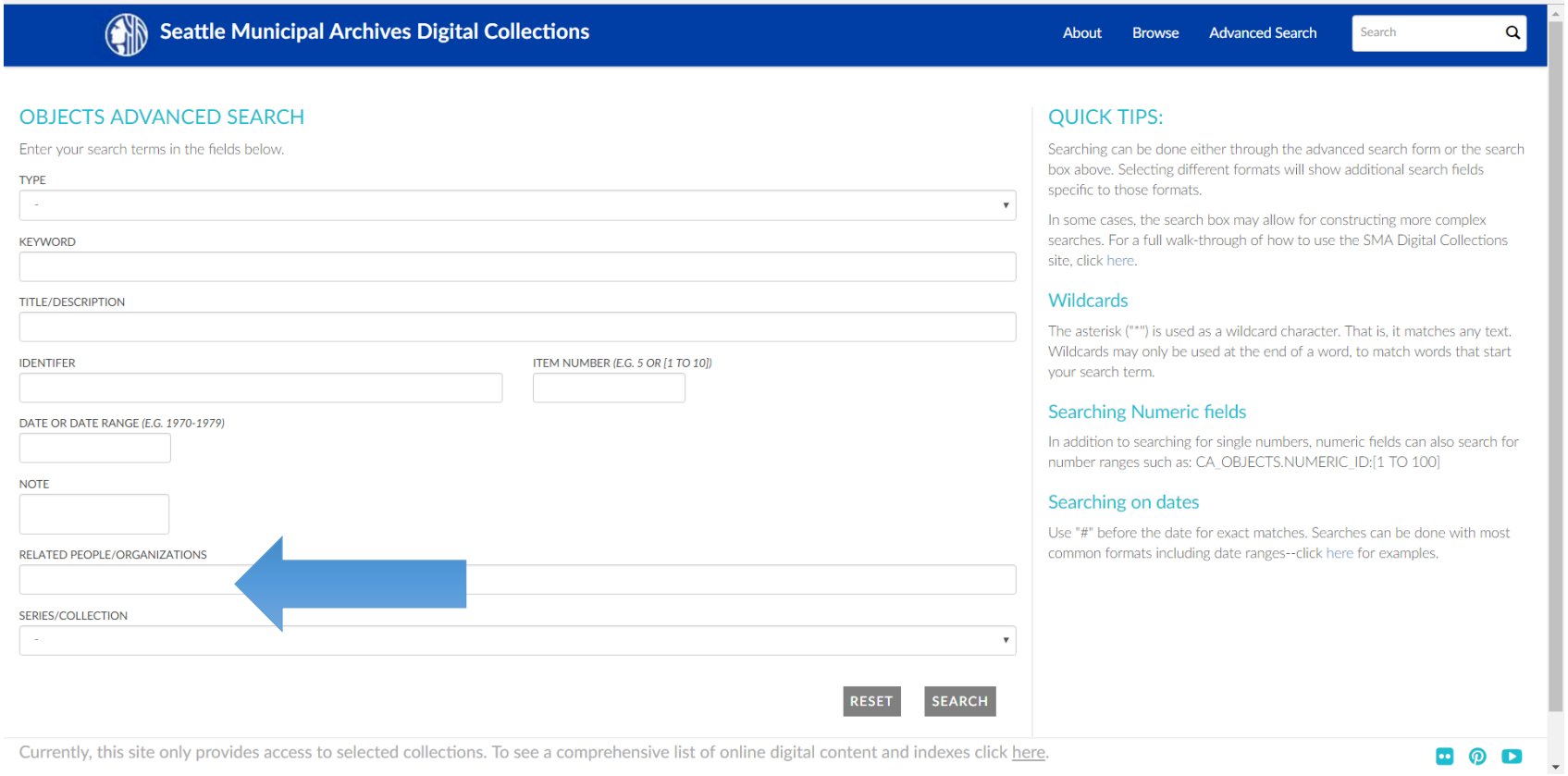
For Date Ranges use: to, -, and, .., through or from, between

Examples:

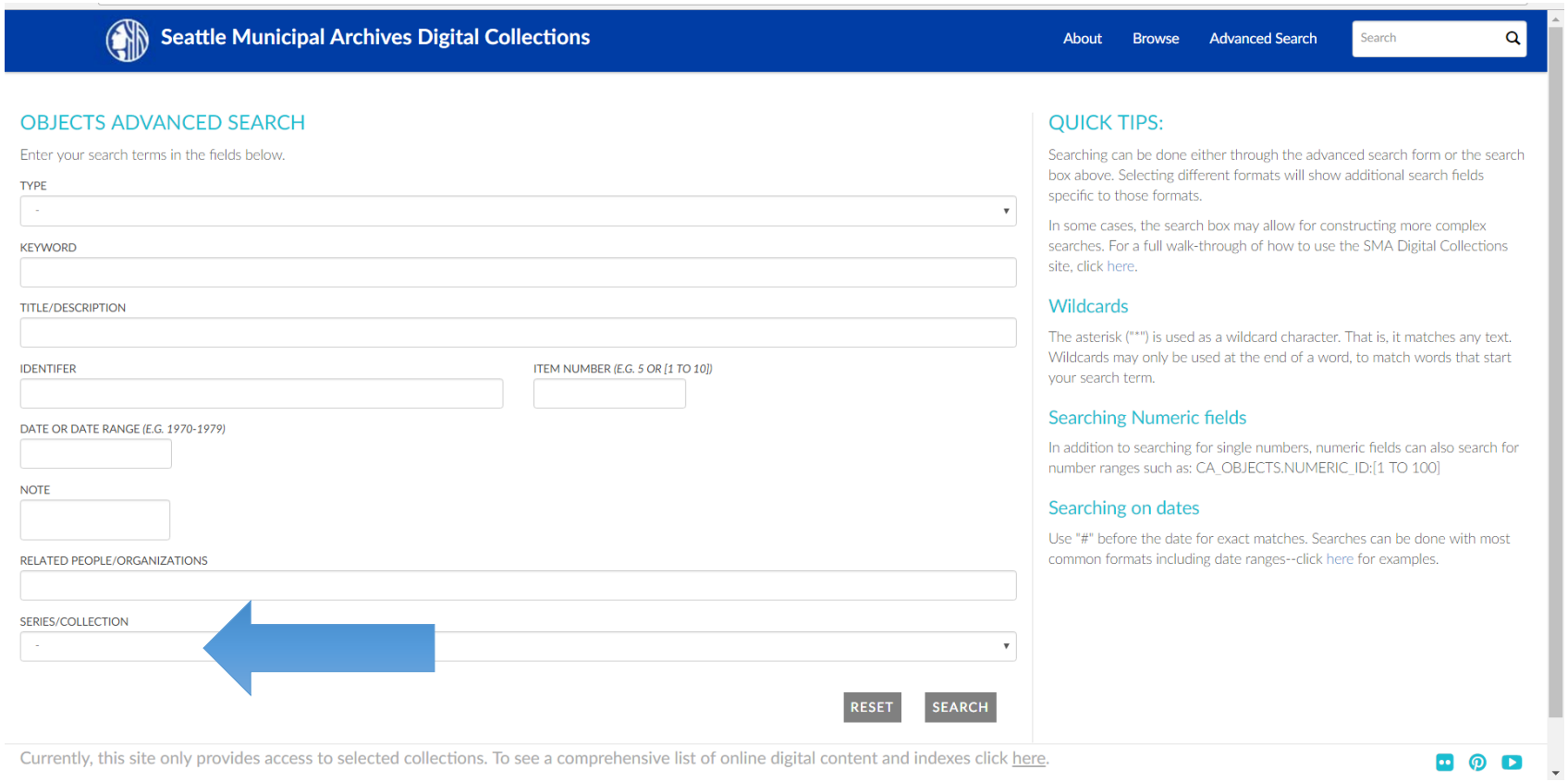
June 5, 2007 - June 15, 2007
Between June 5, 2007 and June 15 2007
From 6/5/2007 to 6/15/2007
6/5/2007 @ 9am .. 6/5/2007 @ 5pm
6/5 .. 6/15/2007 (Note implicit year in first date)
6/5 at 9am - 5pm (Note implicit date in current year with range of times)

Matching is by default very loose: items with any overlap will be returned. You can restrict matching to items with dates that are completely encompassed by your search date by prepending a "#" to your search data. Eg. "#May 10 2005"

Related People/Organizations: This is text field which will search for people across all roles such photographer, author, producer, speakers, those that are a subject of the record among others.



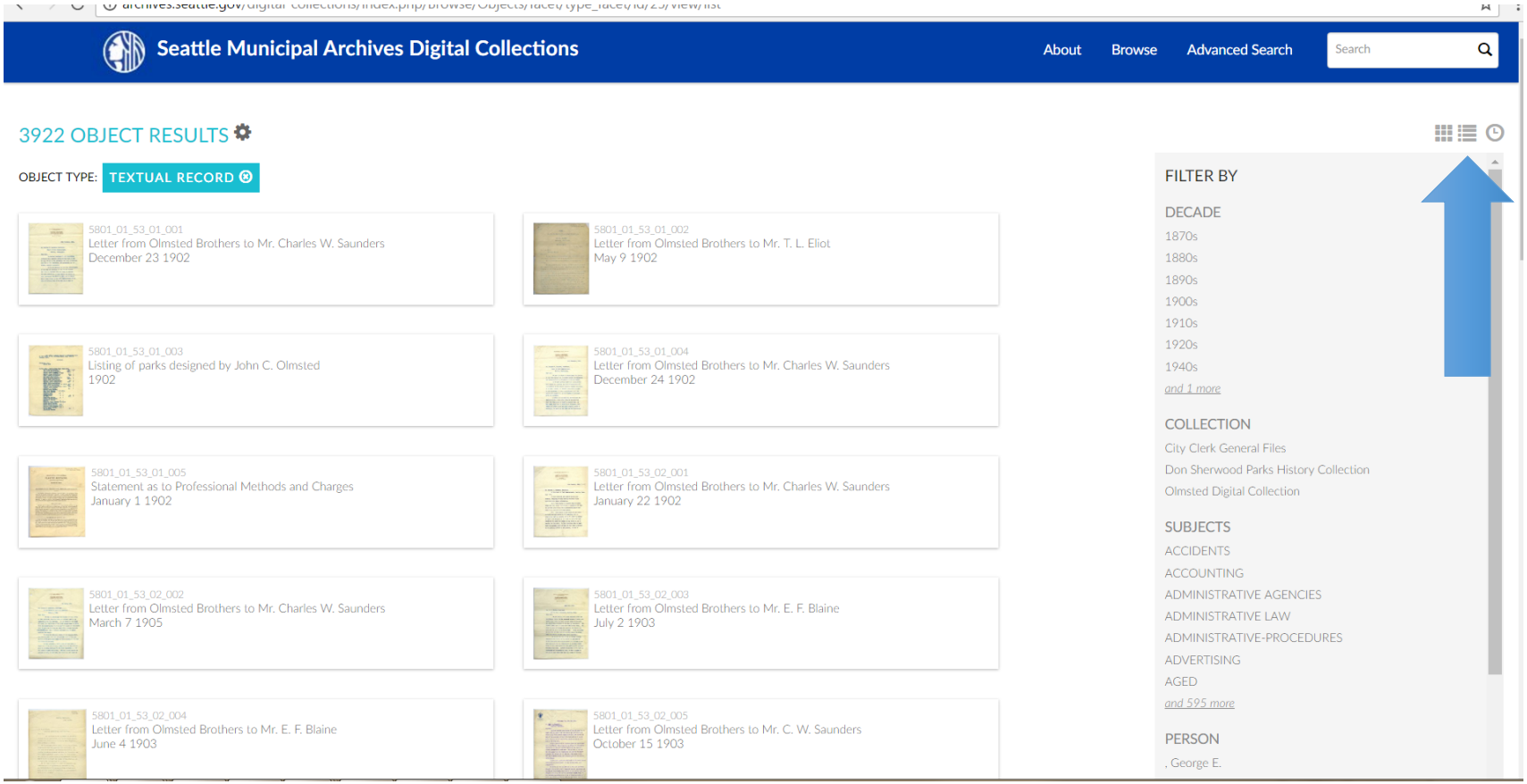
Series/Collection: Select from the dropdown menu either a virtual collection or series to search within.



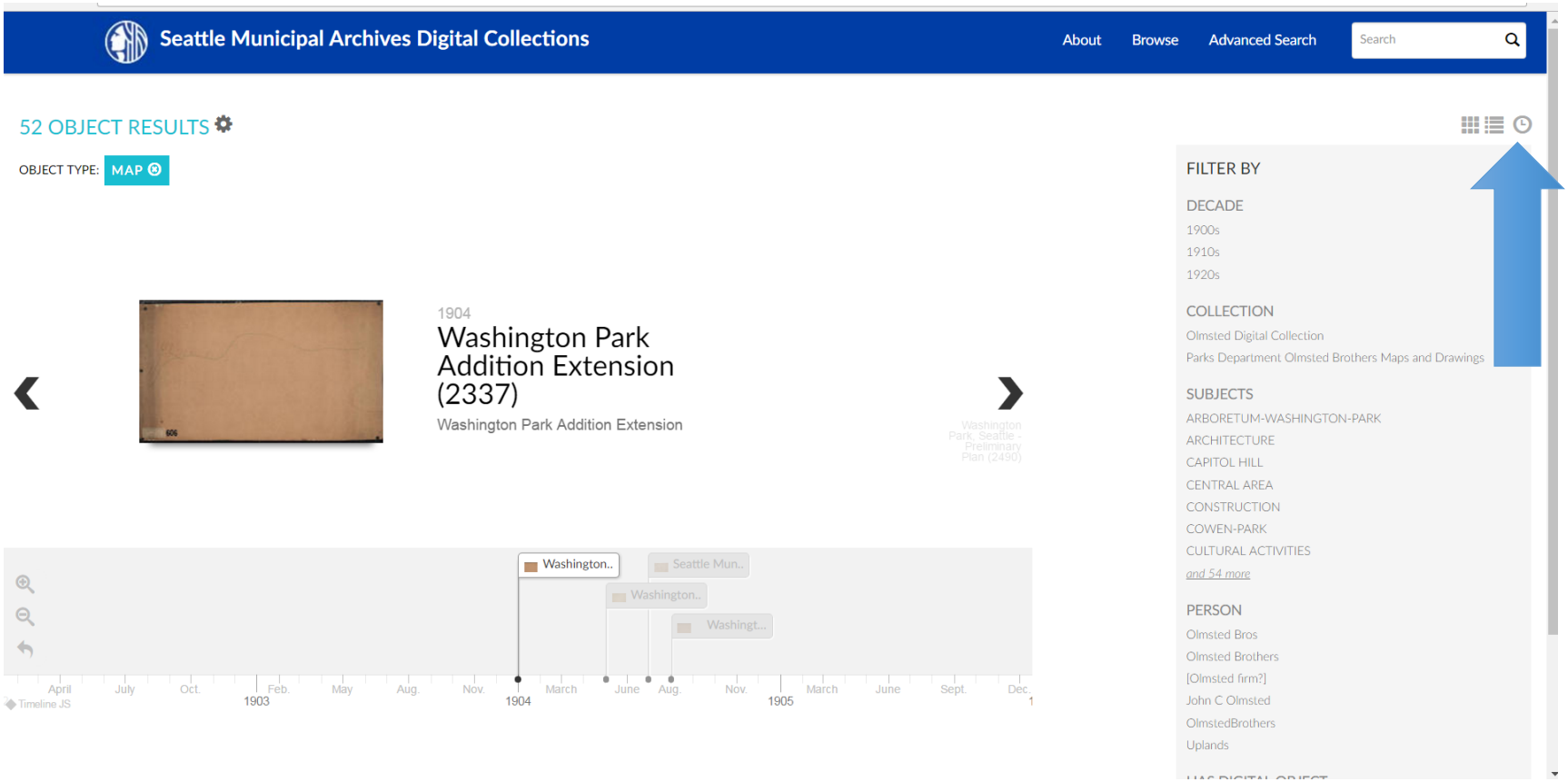
Browse and Search Results

In the upper-right hand corner you will see three ways of viewing your results. The first is by thumbnails shown below.

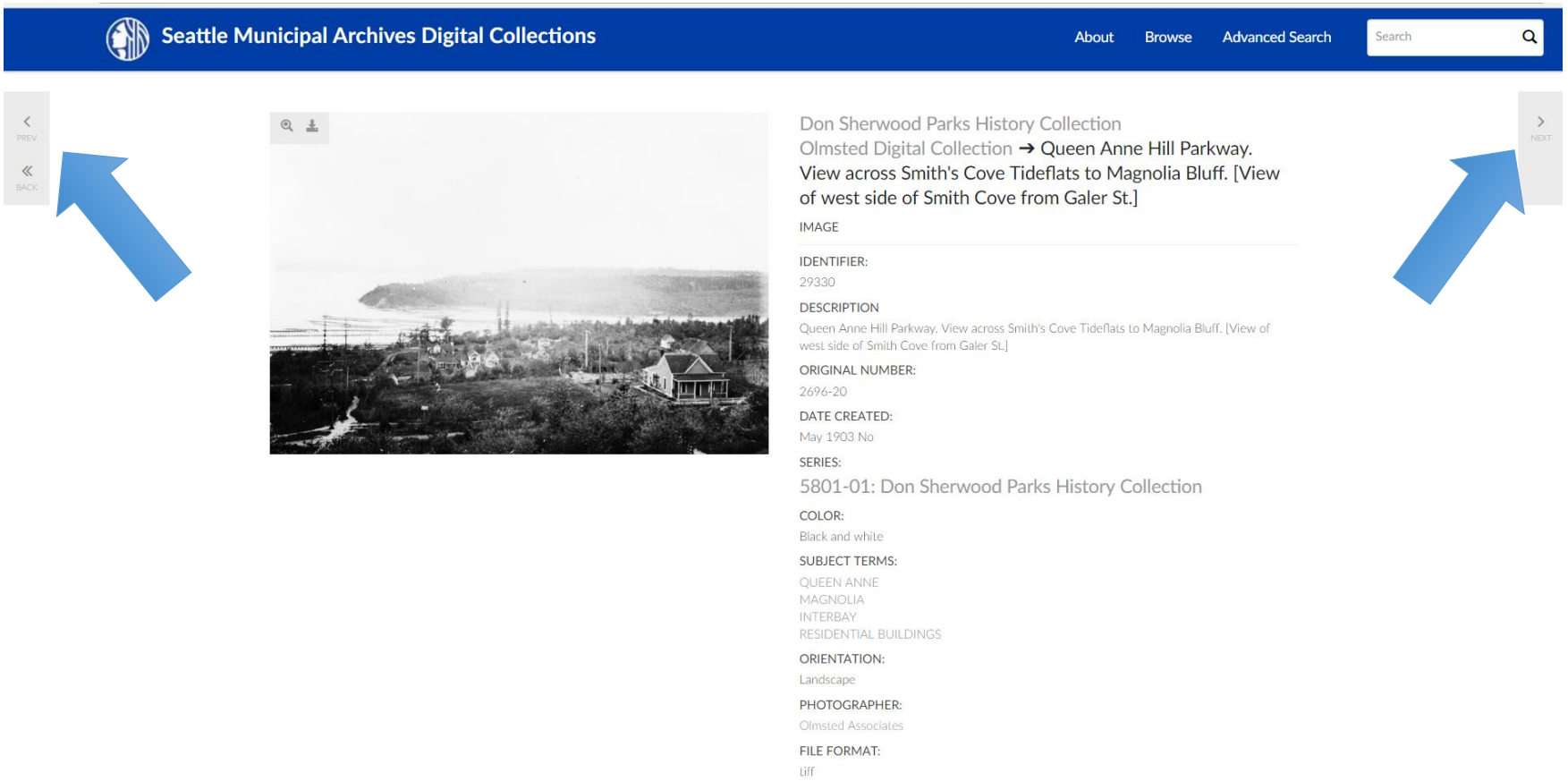
The second is by list.



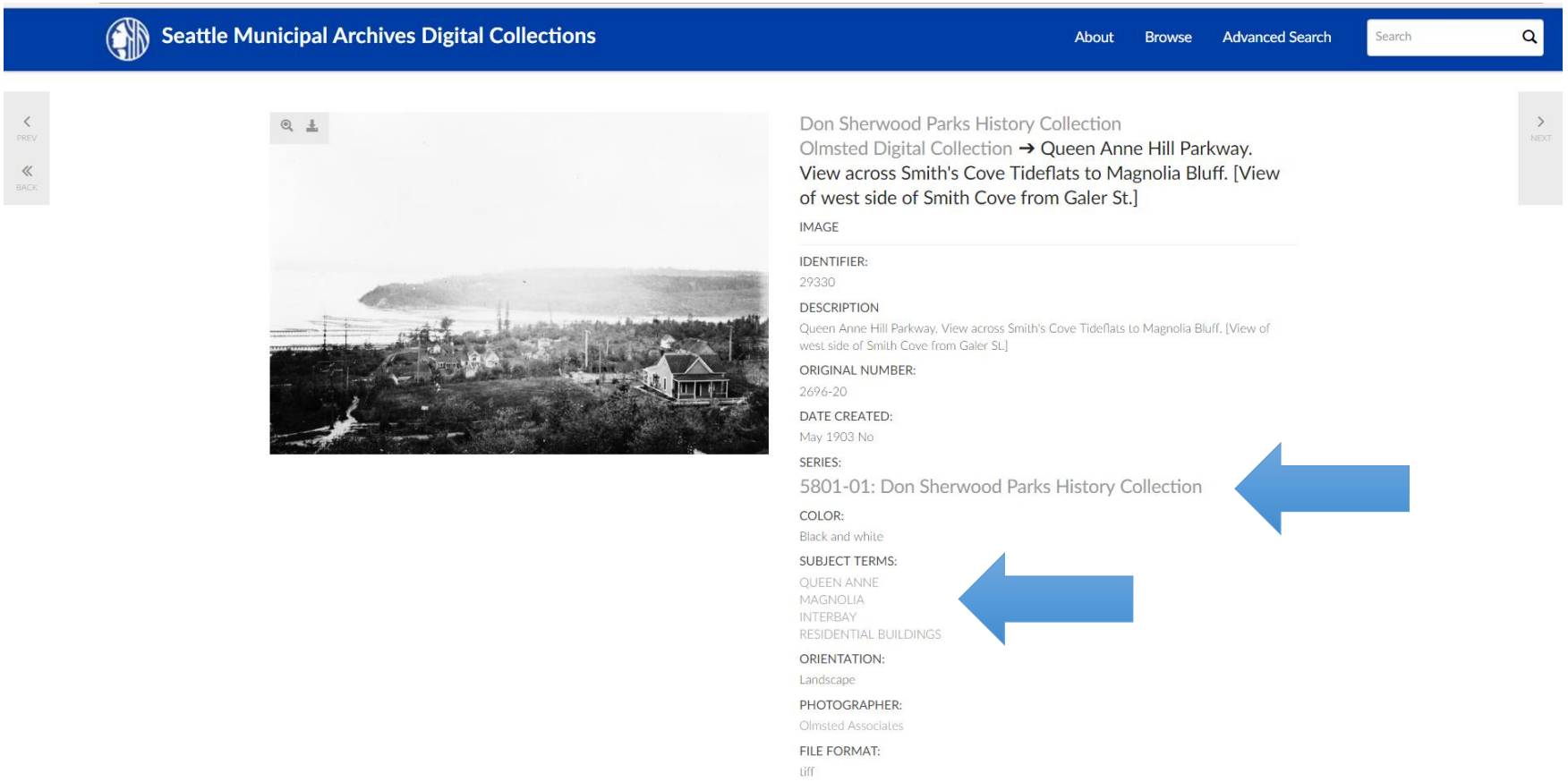
The third creates a timeline. You may want to narrow your search results as large numbers of results may take a while to load.



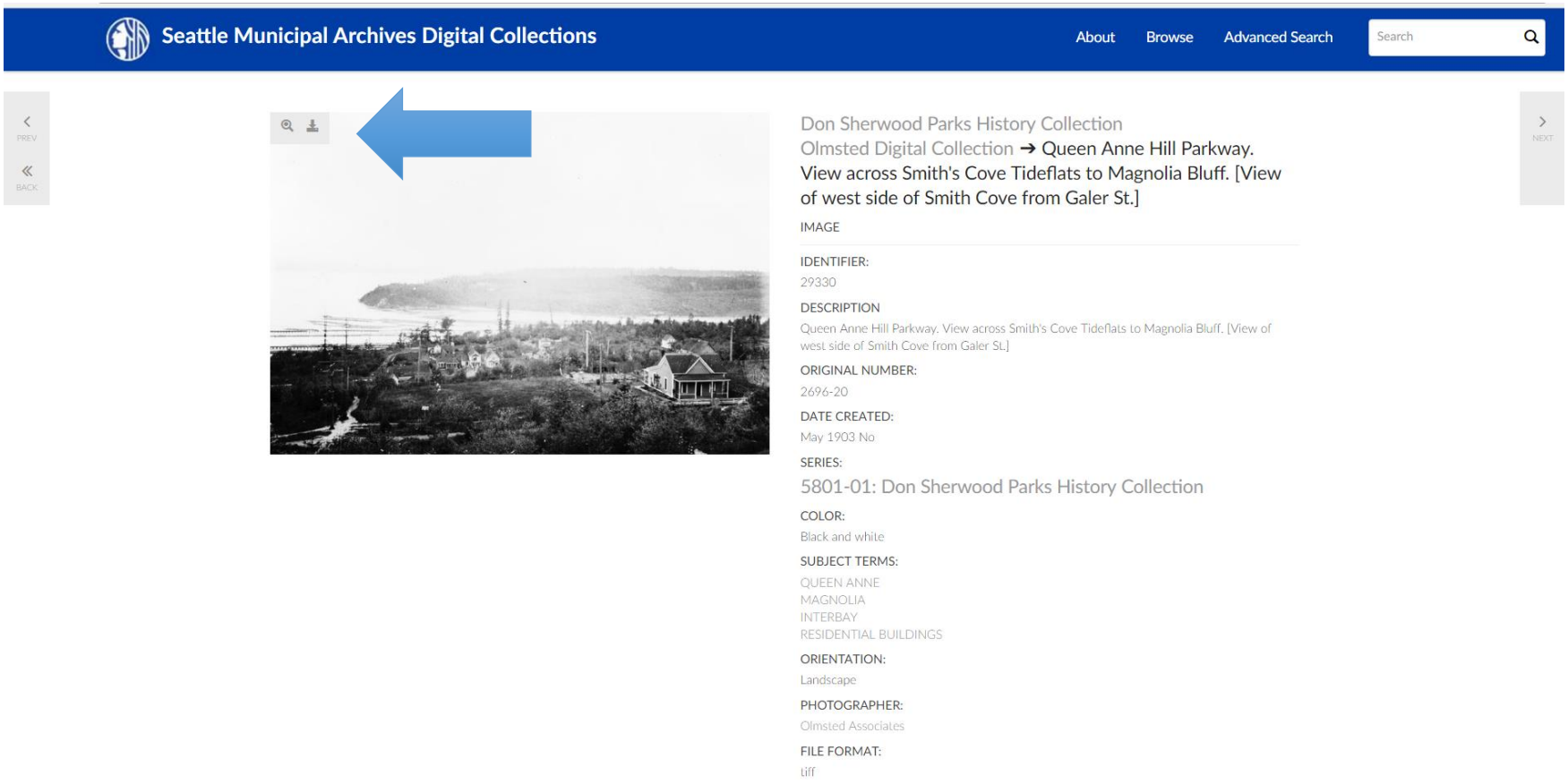
To click through each item in the detail view, select the item you want to start with. You can go to the next in the results by clicking the next button, or return to the previous item or the list of search results by going to the respective buttons on the left. You can also use the left arrow, right arrow and then the up button to go back to search results



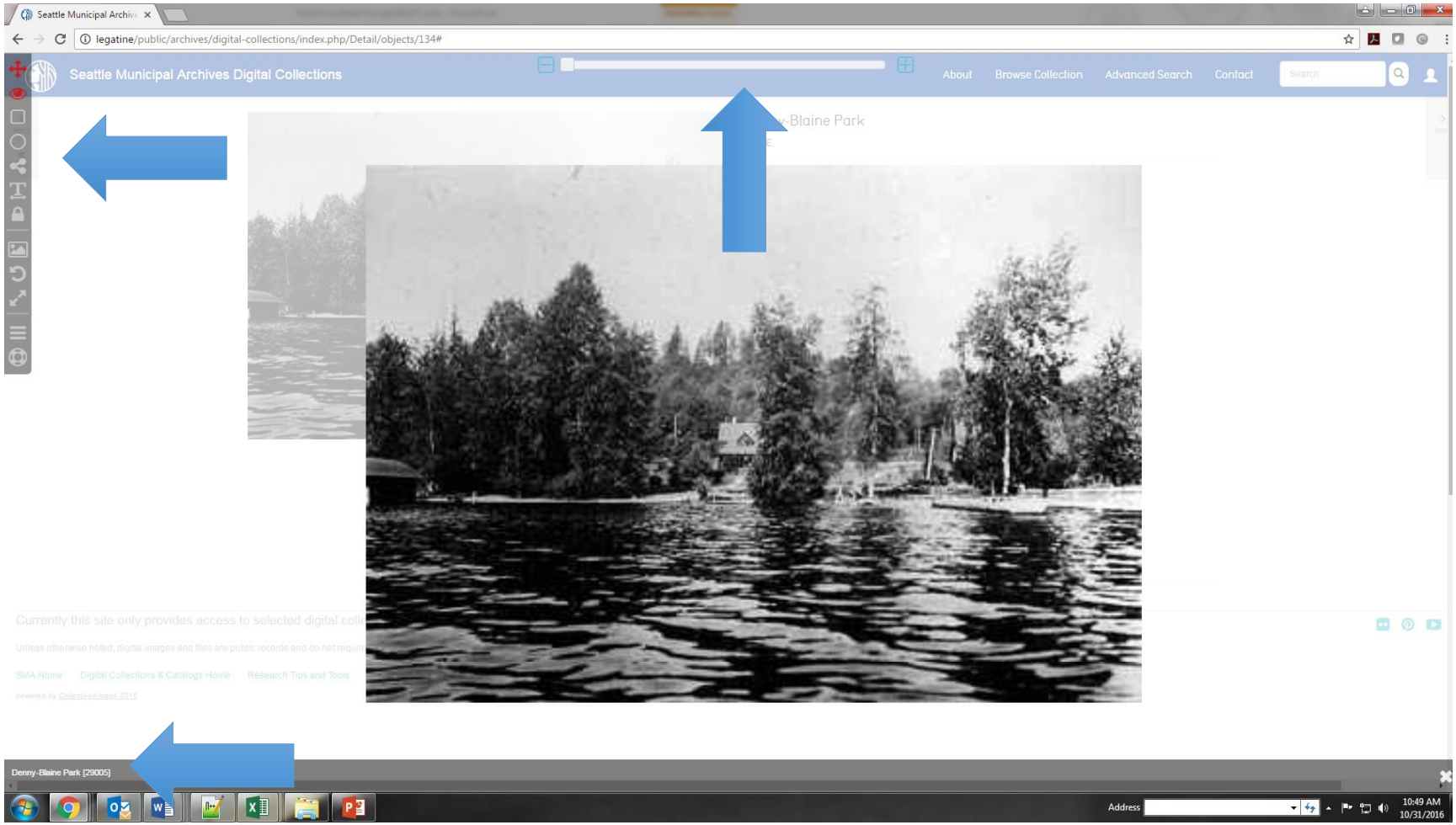
Each type of item will display different metadata fields. You'll notice some fields are links which will take you to other elements with the same metadata values.



At the top left corner of the item representation, two options are presented. Selecting the magnifying glass icon will present a zoom-able preview of the image where applicable.



Opening the preview, you may zoom using the mouse wheel or the zoom bar at the top of the screen. The title and item number appear at the bottom and a range of options appear on the left toolbar.



Contact:

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